Task 1 – Plan the service and maintenance activities

You must analyse the brief and technical information about the system provided and then:

a) create a list of the requirements and resources for the service and maintenance activities, justifying your selections. This should include:
   - all necessary technical information to confirm the type, scope and requirements of the activity
   - tools and equipment
   - materials, components and consumables
   - wastage and disposal requirements
   - time needed to carry out the activity
   - fault diagnosis methods to be used
   - any access requirements

b) produce and complete a risk assessment

c) produce a method statement.

Conditions of assessment:

- the time allocated for this task is **5 hours**
- you must carry out the task on your own, under **controlled conditions** while being observed.

Controlled conditions:

- you must only work on your tasks in the allocated times
- assessment evidence must be handed in at the end of each session for secure storage which cannot be accessed
- you must not share or discuss your work with other candidates
- you are not permitted to bring any materials into the assessment session.

What must be produced for marking:

- a list of requirements and resources, including justifications for the selections
- completed risk assessment
- method statement.

Resources:

- access to relevant information sources (digital or hard copy)
- an appropriate manual milling machine and electrical supply to suit the needs of the system
- a range of tools and equipment for maintenance, servicing and repair activities to select from
- a range of measurement, fault diagnosis and test equipment to select from
- appropriate personal protective equipment (PPE)
- working area to complete relevant risk assessment
- appropriate ICT equipment and software.

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